



Explanation of Wage Claim Process

Please allow Six (6) to Eight (8) weeks for response.

The following information is required to process this Wage Claim:

- Employer's name and mailing address.
- The gross amount you are claiming.
- Length of employment.
- Type of claim.
- Dates, times, and hours of non-payment of wages.
- Signature.

This claim cannot be accepted if:

- You are claiming minimum wage or overtime required by federal law. Please contact the U.S. DOL in Indianapolis at 317-226-6801 or in South Bend at 574-236-8331.
- The amount claimed represents payment for time not actually worked.
- The amount claimed represents payment for supplementary compensation not subject to Indiana law such as holiday or sick pay.
- Your former employer has filed for bankruptcy protection.
- The employer is not located in the State of Indiana.
- You worked as an independent contractor.
- The gross amount of your claim is less than \$30.00.
- The gross amount of your claim is more than \$6,000.00; unless you are claiming unpaid minimum wage or overtime under Indiana law.
- You have already initiated private legal action to recover the wages claimed.
- If criminal charges are pending regarding your employment.
- You were employed by the State of Indiana (Please contact State Personnel).
- You were a member of a collective bargaining unit (If you were a union member, talk with your business agent or the National Labor Relations Board).
- The claim is against a business in which you were a partner or owner.

If the Wage Claim is accepted, an initial correspondence will be sent directly to your employer. Your employer will have two (2) weeks to either mail a check directly to you or dispute the amount claimed.

If your employer disputes the amount claimed, the Indiana Department of Labor will make a determination based upon the evidence presented. If a determination cannot be made, you will receive notice along with a letter suggesting you seek legal counsel and/or pursue the claim in the appropriate court.

If no response is received, a final notice is sent to your employer allowing one (1) week for response.

If no response is received after the final notice, a copy of the Wage Claim file will be sent to you along with a letter suggesting that you seek legal counsel and/or pursue the claim in the appropriate court.

The Indiana Department of Labor accepts Wage Claims as a voluntary mediation process between you and your former employer. We cannot guarantee any compensation.

PLEASE NOTE: If you are filing a claim against your current employer, the Indiana Department of Labor provides no protection should you be terminated as a result of this claim.

Date Received (Office Use Only)